



# Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 8705

Dated : 07 November 2024

S M Tanjir Pervez (38089)  
Senior Principal Officer (Manager)  
Sonali Bank PLC  
Lalmonirhat Branch  
Lalmonirhat, Bangladesh.

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Omrah Hajj.**

Dear Sir,

Please refer to the letter no. 4404 dated 16 October 2024 of Sonali Bank PLC, General Manager's Office, Rangpur on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Rangpur, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit K.S.A. for performing Holy Omrah Hajj under the following terms & conditions:

### **Terms & Conditions :**

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of Bangladesh.
2. The period of travelling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.
5. During your sanctioned leave period Mr. Md. Nur-A-Alam Siddique (42813), Principal Officer, Sonali Bank PLC, Lalmonirhat Branch, Lalmonirhat will take over the charges of the Branch temporarily.

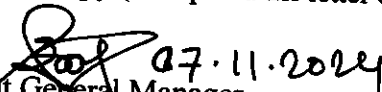
Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)  
Assistant General Manager

### **Copy forwarded for kind information & necessary action to**

01. The General Manager, Sonali Bank PLC, General Manager's Office, Rangpur.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Kurigram with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
03. Manager, Sonali Bank PLC, Lalmonirhat Branch, Lalmonirhat.
04. Mr. Md. Nur-A-Alam Siddique (42813), Principal Officer, Sonali Bank PLC, Lalmonirhat Branch, Lalmonirhat. He will take over the charges of the branch during the sanctioned leave period of Mr. S M Tanjir Pervez.
05. Immigration Officer, All Airports, Bangladesh.
06. EDP Copy (To upload the letter on Bank's website).

  
Assistant General Manager  
Shamsuzzaman Talukder  
Assistant General Manager  
Sonali Bank PLC.  
HRMD (SEC-1) HO, Dhaka.

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